Noah
Nurturing Orphans of AIDS for Humanity

NOAH: M&E and Research Tools
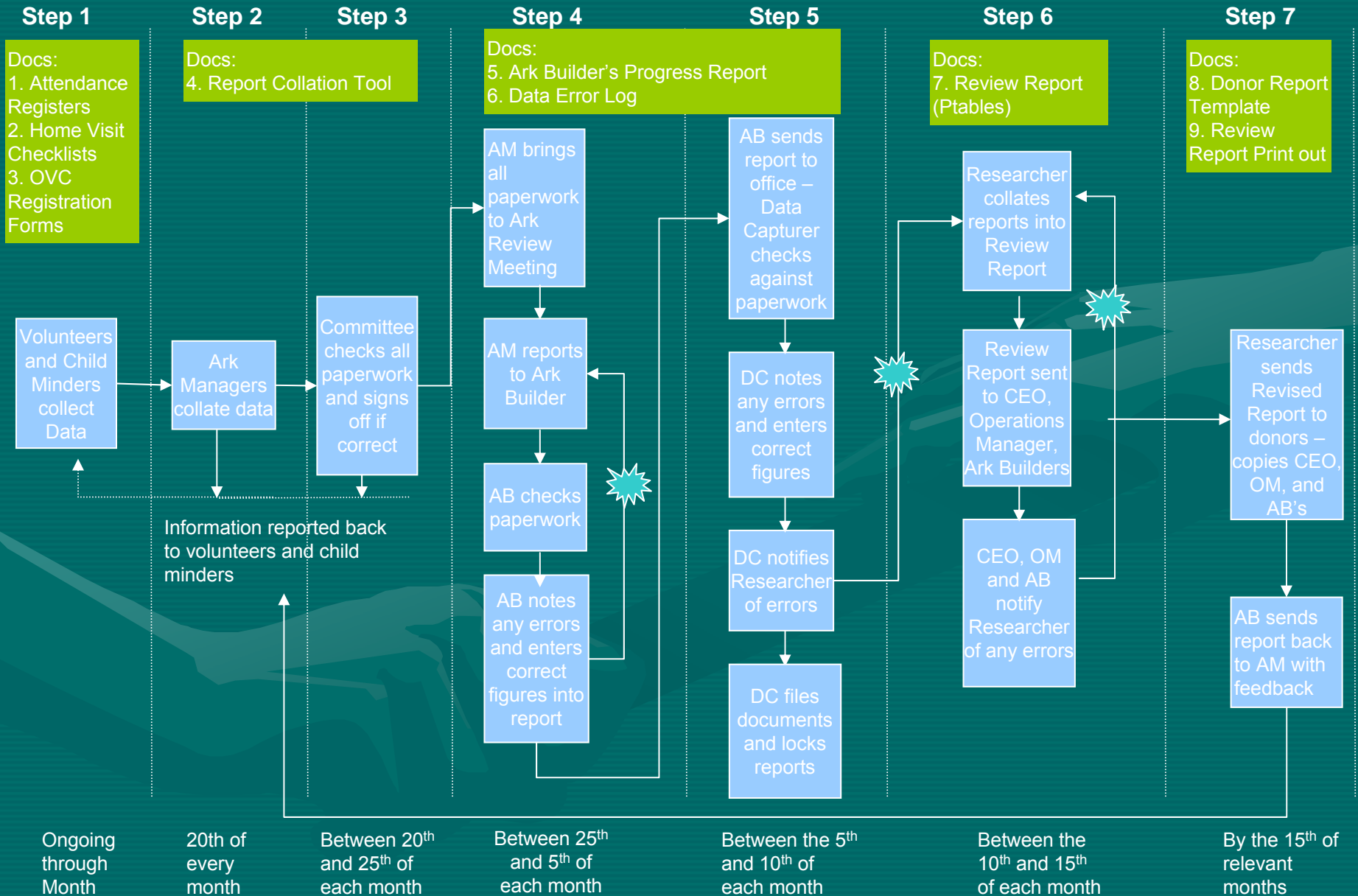
Quick Overview: What does NOAH do?

- We mobilise communities to form "Arks" – networks of support for Orphans and Vulnerable Children

- There are 38 arks in Gauteng and 50 in KZN – 42 are funded by PEPFAR.

- We have registered 24000 children across both provinces.

- The number of Arks and the number of children registered require a comprehensive M&E system as well as processes and procedures to ensure quality.

M&E and Research Tools

- Data Flow Process Map and Attendance Registers – easy ways to track large numbers of children without hiring an army of data capturers
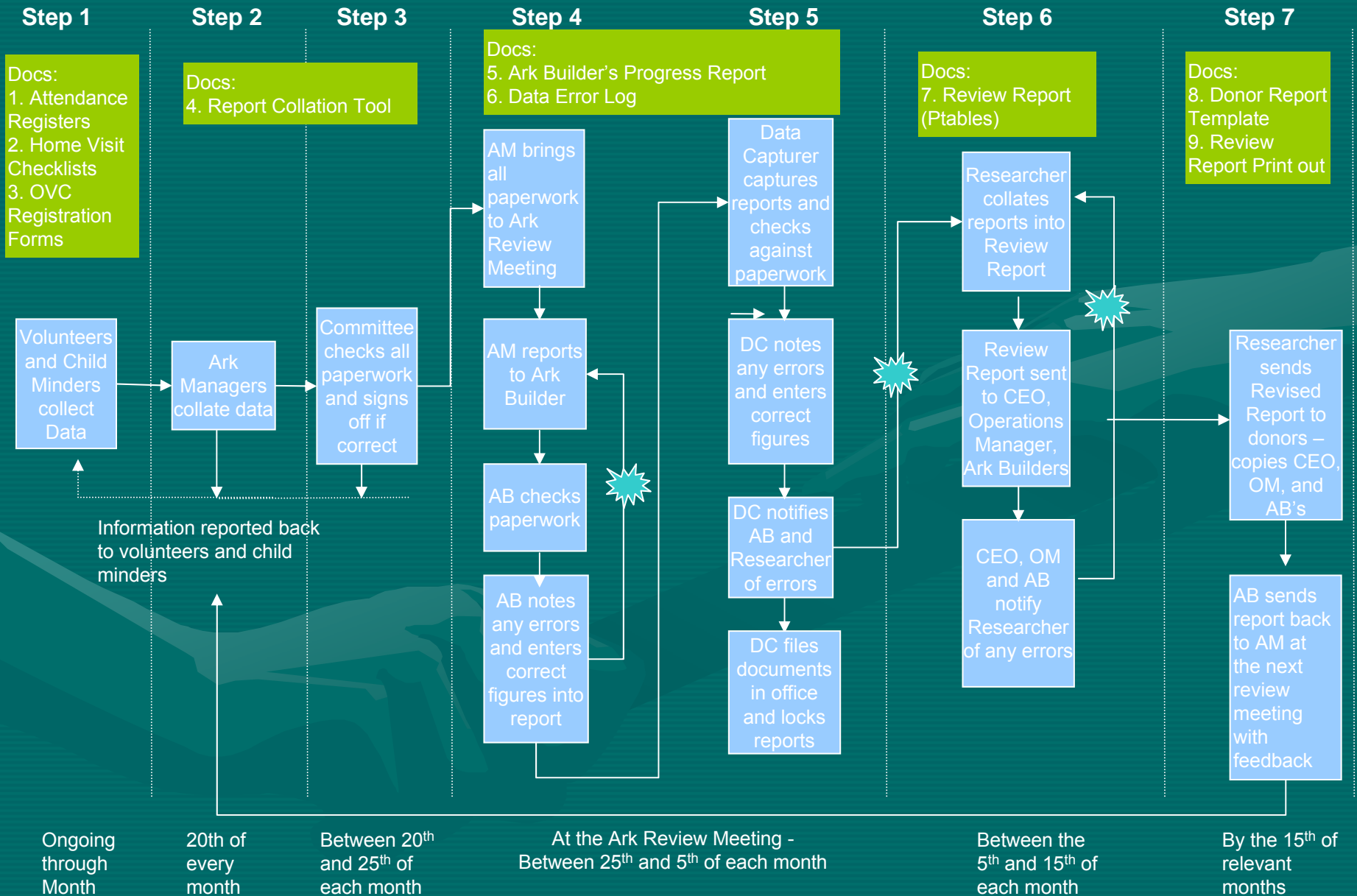
- Operation Re-Registration.

Data Flow from Ark to Office - Gauteng

2 identical errors in a row result in written warning. 3rd results in disciplinary hearing

Step 1

Docs:
1. Attendance Registers
2. Home Visit Checklists
3. OVC Registration Forms

Volunteers and Child Minders collect Data

Step 2

Docs:
4. Report Collation Tool

Ark Managers collate data

Information reported back to volunteers and child minders

Step 3

Committee checks all paperwork and signs off if correct

Step 4

Docs:
5. Ark Builder's Progress Report
6. Data Error Log

AM brings all paperwork to Ark Review Meeting

AM reports to Ark Builder

AB checks paperwork

AB notes any errors and enters correct figures into report

Step 5

AB sends report to office – Data Capturer checks against paperwork

DC notes any errors and enters correct figures

DC notifies Researcher of errors

DC files documents and locks reports

Step 6

Docs:
7. Review Report (Ptables)

Researcher collates reports into Review Report

Review Report sent to CEO, Operations Manager, Ark Builders

CEO, OM and AB notify Researcher of any errors

Step 7

Docs:
8. Donor Report Template
9. Review Report Print out

Researcher sends Revised Report to donors – copies CEO, OM, and AB's

AB sends report back to AM with feedback

| Ongoing through Month | 20th of every month | Between 20th and 25th of each month | Between 25th and 5th of each month | Between the 5th and 10th of each month | Between the 10th and 15th of each month | By the 15th of relevant months |

Data Flow from Ark to Office - KZN

2 identical errors in a row result in written warning. 3rd results in disciplinary hearing

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7

Step 4 Docs:
5. Ark Builder's Progress Report
6. Data Error Log

Step 1 Docs:
1. Attendance Registers
2. Home Visit Checklists
3. OVC Registration Forms

Step 2 Docs:
4. Report Collation Tool

Step 6 Docs:
7. Review Report (Ptables)

Step 7 Docs:
8. Donor Report Template
9. Review Report Print out

Step 1: Volunteers and Child Minders collect Data

Step 2: Ark Managers collate data

Step 3: Committee checks all paperwork and signs off if correct

Step 4:
- AM brings all paperwork to Ark Review Meeting
- AM reports to Ark Builder
- AB checks paperwork
- AB notes any errors and enters correct figures into report

Step 5:
- Data Capturer captures reports and checks against paperwork
- DC notes any errors and enters correct figures
- DC notifies AB and Researcher of errors
- DC files documents in office and locks reports

Step 6:
- Researcher collates reports into Review Report
- Review Report sent to CEO, Operations Manager, Ark Builders
- CEO, OM and AB notify Researcher of any errors

Step 7:
- Researcher sends Revised Report to donors – copies CEO, OM, and AB's
- AB sends report back to AM at the next review meeting with feedback

Information reported back to volunteers and child minders

Ongoing through Month	20th of every month	Between 20th and 25th of each month	At the Ark Review Meeting - Between 25th and 5th of each month		Between the 5th and 15th of each month	By the 15th of relevant months

Daily Attendance Registers for Centres

Name of Child (printed from database)	Service	26	27	28	29	30	1	2	3	4	5	6	7	8	Home Visit?
Bongani Mashinini	Nutrition														
	Education														
Albert Musiye	Nutrition														
	Education														
Lindiwe Ndlovu	Nutrition														
	Education														
Gerry Langman	Nutrition														
	Educaiton														
Tshepo Radebe	Nutrition														
	Education														
Bongi Vanheerden	Nutrition														
	Education														

Monthly Attendance Registers for Arks

	Name of Child	Home Visit	Food Parcel	Birth Certificate	Grant application	Counselling	Home work supervision or other activities.
1	Alex Sithole						
2	Zodwa Mhlambo						
3	Zoleka Petse						
4	Khumbuzile Bhengu						
5	Jabu Nxumalo						
6	Gugu Ndlovu						
7	Dorcas Ndhlovu						
8	Sipho Sikhakhane						
9	Cutter Nkosi						
10	Janine Gengan						

Operation Re-Registration

Volunteer	Date	Child's Name	Age	School	Address	Receiving a Grant?	Reason to Unregister?
Adam Radebe	12/04/05	Sipho Langa	8	Kagiso	2185 Ganges	No	
							Child Moved Away ☐ Child Died ☐ Child graduated ☐ Assistance no longer required ☐
Adam Radebe	16/05/05	Jabu Mlambo	7	Kagiso	71 Ext. 5	Yes	
							Child Moved Away ☐ Child Died ☐ Child graduated ☐ Assistance no longer required ☐
Gugu Ndlovu	01/01/05	Zoleka Petse	12	Sinqobil	6225 Ext. 5	No	
							Child Moved Away ☐ Child Died ☐ Child graduated ☐ Assistance no longer required ☐

Operation Re-Registration

Volunteer	Date	Child's Name	Age	School	Address	Receiving a Grant?	Reason to Unregister?
Adam Radebe	12/04/05	Sipho Langa	8	Kagiso	2185 Ganges Str	No	
Gugu Ndlovu	15/05/06	Sipho Langa	9	Sinqobil	2185 Ganges Str	Yes	Child Moved Away □ Child Died □ Child graduated □ Assistance no longer required □
Adam Radebe	16/05/05	Jabu Mlambo	7	Kagiso	71 Ext. 5	Yes	
Gugu Ndlovu	30/05/06				Eastern Cape		Child Moved Away √ Child Died □ Child graduated □ Assistance no longer required □
Gugu Ndlovu	01/01/05	Zoleka Petse	12	Sinqobil	6225 Ext. 5	No	
							Child Moved Away □ Child Died □ Child graduated □ Assistance no longer required □

Summary of Results

- 27% were deregistered in Gauteng

- No children registered before January 2005 – therefore we can expect approx. a quarter of children to "turnover" each year

- Highest rate of children moving away was found in Eastern Gauteng Arks: 37% of deregistered

- Assistance no longer required was second most likely reason for de-registration at 25%

- Child not found or unknown was third most popular at 16% - pointing to lack of info on reg. forms – valuable lesson

- 0.5% of children were deregistered due to death with the highest rates again falling in Eastern Gauteng